

Town of Rowe
Board of Selectmen – Minutes
Thursday, July 11, 2019 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Chuck Sokol at 6:31 p.m.

Announcement of recording devices: two recording devices

Present: Chair Chuck Sokol, Jennifer Morse, Ed Silva

Executive Secretary Janice Boudreau

Audience: Fire Chief Dennis Annear, Joanne Semanie, Paul McLatchy III,

Noteworthy Announcement: Chair Sokol expressed sadness over the passing of Citizen Daureen Petersen at 89 years.

Anonymous Letter:

Selectmen reviewed an anonymous letter from a citizen and since it was unsigned, will take no further action. Chair Sokol said he would do further research on the protocol for anonymous letters.

Appointment:

6:30 p.m. Fire Chief:

- Engine Swap over: Engine 4 removal and obtaining the vehicle from Charlemont will occur in the first or second week in August.
- Disposal of old engine: Fire Chief recommended listing Engine 4 with a broker and try it with Fire Tech for 3 months and if no offers, will list it with Municibid, an online bidding service.
- Truck Inspections: Fire truck inspections will be accomplished next week.
- Generator: There might be a budget shortfall due to the cost of the excavation and concrete pad for the generator.
- Multi-Purpose Truck: The truck received from DPW for the 550 chassis and emergency vehicle has had many maintenance issues and replacement items needed so has incurred expenses and used for multiple purposes.
- UTV: There was discussion about having a utility vehicle for getting to areas for hiking trails in emergencies. Fire Chief said there would also be training involved with using UTVs.
- Burn House: There was discussion about the need to have an agreement in place for the burn house training taking place on a citizen's property. It should include all good efforts to save the barn and be filled in after the fact. Vice-Chair Morse agreed to put together a Draft Agreement by next week.
- Air Packs: Received and all up to code and by going with a group purchase with Charlemont, saved a great deal of money. A fit test for fire fighters and first responders will occur in September.
- Training: Fire Chief explained that he is heading in the direction of training on-line training to encourage volunteers to train on own time fitting it into their own schedule.
- Plow in Rear of Safety Complex: Highway Dept. will plow the rear egress of the Safety Complex.
- Hoses Test: Hoses were tested and performed well.
- Ladders Test: Ladders will need some locks installed.

Fire Chief left the meeting at 7:24p.m.

7:00 Administrative Assistant to the Boards

- Mr. McLatchy III discussed his concerns with the 'at will' hire and asked about the possibility for appointment.
- There was discussion about steering away from appointments and hiring employees 'at will'. There was discussion refining the process for dealing with discipline, termination or layoff of 'at will' employees.
- After discussion, Mr. McLatchy III agreed to accept the position of Administrative Assistant.
- There was discussion about Employee Evaluation Procedures, Timelines, the Personnel Policy Manual and the need to continue to work on these topics.

Mr. McLatchy III left the meeting at 7:48 p.m.

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Citizen Comment

- An employee discussed being alone in Town Hall and what to do in the event of an unpleasant situation with a citizen. The discussion ensued about the need to have a Code of Conduct in place and training to deal with employee safety in the workplace. Vice-Chair Morse said she would research having training.

MLP Updates

- Installation is occurring and households are being currently being hooked up.

Liaison Reports

Vice Chair Morse:

- There was discussion about getting a new pole to hang the Liberty Flag on Potter Rd.
- The Police Chief has received OSHA Policies from Ashfield and will review.
- Police Chief was asked to follow up on the Western Massachusetts Mutual Aid Agreement with other towns.
- The Police Chief said her Job Description is not correct, she had been asked to follow up with Executive Secretary.

Member Silva:

- DPW- Grasshoppers: There was discussion about whether to open it up to other towns to get a jump on items since the school kids start later. There was discussion on having one Summer Youth Program to combine the current Grasshoppers and Park youth workers.

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Chair Sokol:

- Confirmed the need for working on Personnel Policy Handbook and having policy procedures in place

Old Business

Energy Reduction Practices and Renewable Energy: Administrative Assistant requested Selectmen to adopt a resolution which documents Rowe's commitment to furthering the reduction of energy usage.

Motion to Endorse Resolution: Vice-Chair Morse made a motion to approve the Resolution confirming Rowe's commitment to further energy reduction. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3-0-0)

IT Considerations: Set up an appointment for Conference Call on Wednesday 7/17 or 7/24 after 5:00 pm and post an open meeting and can use a call in number provided by Member Silva.

Email Policy: Tabled until a later date.

Lettering Trucks: Lettering for DPW and Park trucks will be done next week.

Citizen Comments

C. Selmi Hyytinen discussed the birds nesting on the Town Hall. He explained that this is a documented site for the birds so they are federally protected. There was discussion about having the expert Maura Silver come in and speak further about Town Hall nesting and about installing a structure away from the building.

New Business

Appointments: There was discussion about the Town Counsel appointment and concerns over the response.

Motion to Rescind Appointment: Following discussion, Chair Sokol made a motion to rescind appointment of Donna MacNicol as Town Counsel until further research is conducted and to finalize in the next four weeks. The motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote: 3-0-0)

There was discussion about having Administrative Assistant continue to research municipal law firms.

Comp Time Policy: Highway Superintendent's compensation time and the history of the compensation time was reviewed along with hire letters. Area Superintendent's salaries were reviewed for comparison. Treasurer explained how the compensation time was documented and vacation buyout. Treasurer also spoke about employees not taking vacation time in the fiscal year it was earned. Chair Sokol said there needs to be further discussion and decisions made about rolling over vacation time. Members discussed having DPW Superintendent on an hourly basis with overtime compensation and discuss on August 1st.

Selectmen Meetings: It was agreed to meet August 1 and 8, 2019.

Cannabis Cultivation Facility: Member Silva raised the idea of having a cannabis cultivation facility in Rowe since there was potential tax revenue. It was agreed that there needs more research and it was agreed to speak with Planning Board Chair and Board of Health Chair about the matter.

Appointments:

Motion to Appoint: Chair Sokol made a motion to Jennifer Morse and Maggie Rice to the Beautification Committee and Jessica Albrecht as Election Teller. The motion, seconded by Member Silva, was accepted. (vote: 2-0-1) Vice-Chair Morse abstained from the vote.

Vacation Request Form: A draft Vacation Request form was reviewed.

Motion to Accept Vacation Request Form: Chair Sokol made a motion to accept the Vacation Request Form as presented. The motion, seconded by Member Silva, was unanimously accepted. (vote: 3-0-0)

Open Space Committee: There was discussion about putting a committee together since this is a large task and that Vice-Chair which will open up grant opportunity for the town Vice-Chair Morse will reach out to departments to seek volunteers.

Emergency Action Plan: The draft Emergency Action Plan (EAP) presented by CDR Maguire for Pelham Lake and Mill Pond Dams was discussed. It will be sent to Fire & Police Chiefs, Park Manager, Emergency Management Director and Keeper of the Dams for review and a follow-up meeting in mid to late August will be scheduled to discuss and amend plan.

Minutes: There was discussion about the preparation of the meeting minutes and that they do not need to be a transcript of the meeting and should be shorter in length. The meeting minutes of 6/27/19 were tabled until amendments were finalized.

Adjournment:

Seeing no further business, Member Sokol made a motion to adjourn the Meeting at 9:38 p.m. The motion, seconded by Selectman Morse, was unanimously accepted. (3/0/0)

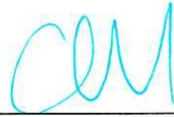
Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: _____

8/22/2019

Approved:



Chuck Sokol, Chair

Selectman Jennifer Morse



Selectman Ed Silva

Documents: Documents:

- Agenda 7/11/19
- Energy Reduction Practices Resolution
- Action Items from 6-27-19
- EAP – Mill Pond and Pelham Lake Dams
- Administrative Assistant Updates 7-11-19
- Executive Secretary Updates 7-11-19
- Vacation Request Draft Policy

Mail:

- Anonymous Letter received 7/8/19
- Town of Monroe – Support Letter re: Yankee Road
- FMSCA – Federal Motor Carrier Safety Admin new CDL driver guidelines
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